



Technical Training Program

Schedule of Classes

July 1, 2003 - June 30, 2004

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814

<http://www.spb.ca.gov/spbtrain>



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Selection Analyst Training Program

The Selection Analyst Training Program offers a state-of-the-art, comprehensive instructional curriculum for the development of selection analysts. This program provides selection analysts, whether novice or experienced, the opportunity to increase and enhance their selection-related knowledge and skills. The courses have been designed to provide participants with fundamentally sound, legally defensible, innovative means of performing selection-related work. Classes in the program are offered as stand-alone courses, individually priced, or as a curriculum package, priced at a discounted rate. The Selection Analyst Training Program is comprised of the following classes:

· JOB ANALYSIS	\$ 250 two day class
· STATISTICS MADE EASY FOR PERSONNEL SELECTION	\$ 110 one day class
· PROFESSIONAL SELECTION & TEST VALIDATION	\$ 110 one day class
· EXAMINATION PLANNING	\$ 110 one day class
· SUPPLEMENTAL APPLICATIONS	\$ 110 one day class
· DEVELOPING INTERVIEWS	\$ 110 one day class
· CHAIRING INTERVIEW EXAMINATIONS	\$ 330 three day class
· WORK SAMPLE & PERFORMANCE TESTS	\$ 110 one day class
· DEVELOPING & USING WRITTEN EXAMINATIONS	\$ 110 one day class
· INTERPRETING ITEM ANALYSIS	\$ 110 one day class
· PASS POINT SETTING	\$ 110 one day class
· SCORING MODELS	\$ 110 one day class

The Selection Analyst Training Program consists of a series of classes required to achieve a Certified Selection Analyst designation. Classes can be completed in any order, however, maximum benefits will be obtained by taking them in the suggested order. In particular we recommend completing the first four before taking the remaining classes. Students will need to complete all required classes to receive the Certified Selection Analyst designation.



Information

How Do I Enroll?

Your department must submit an approved Program Registration Form, SPB-46 (Rev 6/95). A copy is provided on the last page of this schedule. Registrations may be mailed or FAXed to (916) 657-2502. Telephone registrations **will not** be accepted.

How Do I Pay?

Payment may accompany the mailed registration, be brought to the class with you, or your department will be billed. Arrangements for billing may be made under special circumstances by calling the Technical Training Program at (916) 653-2085.

Where do I go?

Technical Training Program Classes are conducted in **Room 312** at the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814. We are located at the corner of 8th Street and Capitol Mall. You must check in with the security guard in the lobby prior to attending classes on the 3rd floor.

How can I be reached?

Anyone who needs to reach you while you are in a training class may call our reception desk at the following numbers:

(916) 653-2085, CALNET 453-2085 or TDD (916) 654-6336

You will not be interrupted during a class unless it is an emergency. A message will be delivered to the class instructor. A telephone with a CALNET line is available for your use in the Technical Training room 312 and a pay phone is located in the lobby.

Any public transportation?

The State Personnel Board is close to the 7th Street/Capitol Mall and 8th Street/Capitol Mall Light Rail stations. Riding the Light Rail is both convenient and inexpensive.

Where can I park?

Parking lots are available close to the State Personnel Board.

Newport Parks (Sutter Club Garage)

L Street between 7th and 8th Streets

All day rates are first come first serve until 9:00 a.m.

Motor Inn City Parking (Frank Fats Garage)

L Street between 7th and 8th Streets

All day rates are first come first serve until 9:00 a.m.

City of Sacramento

Hourly Rates

L Street between 6th and 7th Streets under Macy's

Century Parking Inc.

Alley off 7th Street between L and Capitol Mall



Self Service Parking (City of Sacramento)

All day rates are first come first serve by 8:00 a.m.

7th Street between L Street and Capitol Mall

Is there accessibility?

The State Personnel Board is accessible to participants with disabilities. Please specify the nature of your impairment and what is needed to accommodate you, be specific and include your direct telephone number. The Technical Training Program will consult directly with you to determine what is necessary for accommodation under the terms of the Americans with Disabilities Act. Please let us know if you wish to bring your own reader, interpreter, or service assistant. The Technical Training Program will provide a seat for your assistant without charge to your department.

Can I cancel?

If you cannot attend class, you must contact your department training coordinator either to find a substitute or to cancel the registration. If a substitute is sent, the substitute need only sign in on the class roster in your place. If cancelling the class, the training coordinator **must** FAX the Technical Training Program notice of cancellation at least **five (5) working days** before the first day of the training class, otherwise, **full tuition will be charged.**

If you do not cancel in a timely manor, nor attend the class, the **full tuition will be charged.** To avoid a no-show status, you must attend the first scheduled day of the class.

Can I make-up the class?

If you are able to attend part of a class but unable to complete it, you may make arrangements with the Technical Training Program to make up the remainder of the class at a later date for no additional charge. Some limitations apply. Contact the Technical Training Program within 10 working days of the make-up class start date to determine if space is available.

Are there custom classes?

If there are 20 or more participants that need to enroll in the same class, the Technical Training Program may be able to arrange a session for them at your location or ours. Call us to discuss providing a special training session for your agency.

What if I have a question?

Contact us at one of the following numbers if you have any questions.

(916) 653-2085, CALNET 8-453-2085 or TDD (916) 654-6336

FAX (916) 657-2502

E-mail: ttp@spb.ca.gov

Website on the Internet

<http://www.spb.ca.gov/spbtrain/>



Where to stay in the Sacramento area.

Amber House

1315 22nd Street
(916) 444-8085 or (800) 755-6526
BB CB NS

Best Western Sutter House

1100 H Street
(916) 441-1314 or (800) 830-1314
CB LR R P U

Canterbury Inn Hotel

1900 Canterbury Road
(916) 927-3492
AL CB FD LR P R U

Capitol Plaza Holiday Inn

300 J Street (Off I-5)
(916) 446-0100 or (800) 238-8000
FD R P U

LaQuinta Inn

200 Jibboom Street
(916) 448-8100 or (800) 531-5900
AL DT R* P

Governor's Inn

210 Richards Blvd. (Off I-5)
(916) 448-7224 or (800) 999-6689
AL CB DT FD P R*

Hartley House

700 22nd Street
(916) 447-7829 or (800) 831-5806
Fax (916) 447-1820
BB LR R*

Hawthorn Suites

321 Bercut (I-5 at Richards Blvd.)
(916) 441-1444 or (800) 618-0714
AL CB DT FD P

Hyatt Regency

1209 L Street
(916) 443-1234 or (800) 233-1234
FD R P

Raddison Hotel

500 Leisure Lane
(916) 922-2020 or (800) 333-3333
AL DT FD R P U

DoubleTree Hotel

2001 Point West Way (Business 80)
(916) 929-8855
AL FD R P

Red Lion's Sacramento Inn

1401 Arden Way (Business 80)
(916) 922-8041 or (800) 344-4321
AL FD R P

Sacramento Hilton

2200 Harvard (Business 80)
(916) 922-4700 or (800) 344-4321
AL LR DT R P U

Embassy Suites

100 Capitol Mall
(916) 326-5000 or (800) 362-2779
CD FD DT LR NS P R R*

Sheraton

1230 J Street
(916) 447-1700 or (800) 325-3535
CB DT FD LR NS P R R* U

Sandman Motel

236 Jibboom Street
(916) 443-6515 or (800) 528-1234
CB FD NS P R*

All Facilities listed offer a State Rate.

LEGEND

AL	Airport Limousine	LR	Close to Light Rail
BB	Bed & Breakfast	NS	No Smoking
CB	Continental Breakfast	P	Pool
DT	Downtown Shuttle (if reserved)	R	Restaurant
FD	Facilities for Disabled	R*	Close to Restaurant
		U	Union Facility



Writing Personnel Actions

(Drafting Notices of Adverse Action, Rejection, Medical, and "Without Fault" Actions)

What's the class about?	<p>The Notices of Adverse Action, Rejection During Probationary Period, Medical Termination (Demotion or Transfer), and "Without Fault" Termination (Demotion or Transfer) are an essential component of the State's disciplinary, rejection and other processes. These Notices must comply with legal requirements and directives set forth by the State Personnel Board in policy statements and precedential decisions. Additionally, departments may choose to include "sections" and language to provide information to the subject employee. Of critical importance are the "acts or omissions" for which the employee is being disciplined, rejected etc. This class will address all of the above, as well as the processes by which an employee is served with a Notice, the documents which must accompany a Notice, and the applicable timelines for service and filing with SPB.</p>	
What's the class objective?	<p>This class provides participants with an understanding of what is required and optional for inclusion in a Notice, as well as what constitutes proper service. The result will be a document that is legally correct and professional in appearance and content.</p>	
Who should attend?	<p>This class is designed for departmental staff who are responsible for drafting Notices. Staff who prepare the "package" for the individual who drafts the Notice, as well as those who review the Notice, may benefit from this class.</p>	
Who is the instructor?	<p>Peggy Dalton, Staff Counsel Department of Personnel Administration</p>	
How much is the tuition?	<p>\$110 per participant</p>	
When is the class offered?	August 22, 2003	8:30 a.m. - 4:30 p.m.
	December 12, 2003	8:30 a.m. - 4:30 p.m.
	April 16, 2004	8:30 a.m. - 4:30 p.m.



Medical Actions

What's the class about?

Government Code § 19253.5 sets forth the conditions under which an appointing power may medically transfer, demote or terminate, or apply for disability retirement for, an employee who, for medical reasons, can no longer perform the duties of his or her existing position. This course explores the conditions and requirements of Government Code § 19253.5. We will also discuss an appointing power's obligations under the ADA and FEHA to reasonably accommodate qualified employees with disabilities and to engage in an interactive process, and how the medical action statute intersects with the reasonable accommodation obligation and workers' compensation laws. The course will also review the Board's precedential decisions on "constructive medical termination" and the new sample "Options Letter" the Disability Task Force has disseminated.

What's the class objective?

The class provides participants with an understanding of the complex, and sometimes conflicting, requirements appointing powers must address when deciding how to respond to employees who have medical conditions that may impact their ability to perform their jobs.

Who should attend?

The class is designed for departmental staff who regularly interact with or make decisions concerning employees with medical conditions who can no longer perform the functions of their jobs. Union representatives who represent employees with medical conditions may also wish to attend.

Who is the instructor?

Karen J. Brandt, Senior Staff Counsel,
State Personnel Board
and
Marguerite Seabourn, Assistant Chief Counsel,
Department of Personnel Administration

How much is the tuition?

\$110 per participant

When is the class offered?

September 19, 2003	8:30 a.m. - 4:30 p.m.
October 24, 2003	8:30 a.m. - 4:30 p.m.
January 30, 2004	8:30 a.m. - 4:30 p.m.
May 21, 2004	8:30 a.m. - 4:30 p.m.



State Personnel Board Hearing Process

What's the class about?	This one-day class is designed to provide a step-by-step overview concerning the manner in which evidentiary hearings are conducted before Board Administrative Law Judges. It includes the following topics: the administrative intake process; discovery issues; pre-hearing conferences; rules for the conduct of hearings; opening and closing statements; rules of evidence (including hearsay); examination of witnesses; introducing evidence; and hearings before the Board. <i>Note – This class will primarily deal with hearings concerning appeals from adverse action, rejection during probation, non-punitive termination, medical action, discrimination, and retaliation. It will not cover merit issue complaints or the manner in which hearings are conducted before Board Hearing Officers.</i>	
What's the class objective?	To provide non-attorneys (or attorneys unfamiliar with SPB proceedings), with a basic understanding of their roles and responsibilities when acting as a legal representative in evidentiary hearings before the Board.	
Who should attend?	This class is designed for both department and employee representatives who are required to represent the legal interests of their respective clients in hearings before the Board.	
Who is the instructor?	Shawn Cloughesy, Administrative Law Judge State Personnel Board	
How much is the tuition?	\$110 per participant	
When is the class offered?	October 21, 2003	8:30 a.m. - 4:30 p.m.
	March 16, 2004	8:30 a.m. - 4:30 p.m.
	June 2, 2004	8:30 a.m. - 4:30 p.m.



What You Should Know as a Skelly Officer

What's the class about?	Several adverse actions which departments initiate on their employees require that a hearing be held prior to the effective date of the action. This hearing is referred to as a "Skelly Hearing" and should be presided over by an individual who is familiar with the responsibilities of serving in this role, as well as legal and other requirements and principles applicable to the State's disciplinary, probationary period, medical and "without fault" action processes. This class also addresses the application of progressive discipline, the role of corrective measures, determining the appropriate penalty, the importance of probationary reports and annual evaluations, as well as recognizing and addressing cultural diversity in the role of a Skelly Officer. Throughout the class the State Personnel Board's precedential decisions will be cited and discussed.	
What's the class objective?	Participants will learn about the "Skelly Hearing" process and the responsibilities of those involved, as well as the processes and principles leading to the necessity of initiating actions which result in a "Skelly Hearing."	
Who should attend?	This class is designed for staff who serve as "Skelly Officers," and those who are involved in briefing "Skelly Officers."	
Who is the instructor?	Peggy Dalton, Staff Counsel Department of Personnel Administration	
How much is the tuition?	\$60 per participant	
When is the class offered?	September 12, 2003	8:30 a.m. - 12:15 p.m.
	January 9, 2004	8:30 a.m. - 12:15 p.m.
	June 8, 2004	8:30 a.m. - 12:15 p.m.



State Personnel Board Precedential Decisions

What's the class about?	This class reviews the precedential decisions issued by the State Personnel Board (SPB). The SPB Administrative Law Judges are bound to follow these decisions in issuing their proposed decisions following evidentiary hearings. The precedential decisions cover such topics as notice of adverse action, Skelly rights, legal causes for discipline, defenses to adverse action, evidentiary issues, backpay issues, rejections during probation, disciplinary transfers, non-punitive terminations, termination of limited term appointments, medical terminations, settlement agreements, drug testing, attendance, violence/threats in the workplace, alcoholism and free speech.		
What's the class objective?	This class provides participants with an understanding of how the SPB interprets its laws and rules covering the above topics to provide a better insight into the likely outcome of cases that come before the SPB.		
Who should attend?	This class is designed for employees involved in drafting adverse actions and in representing parties at administrative law judge hearings.		
Who is the instructor?	Karen Brandt, Staff Counsel State Personnel Board	and	Elise Rose, Chief Counsel State Personnel Board
How much is the tuition?	\$110 per participant		
When is the class offered?	August 13, 2003	8:30 a.m. - 4:30 p.m.	
	November 19, 2003	8:30 a.m. - 4:30 p.m.	
	March 24, 2004	8:30 a.m. - 4:30 p.m.	
	May 7, 2004	8:30 a.m. - 4:30 p.m.	



Equal Employment Opportunity (EEO) Counselor

What's the class about?	This class is designed to provide EEO Counselors with information and practical experience in the informal resolution of discrimination complaints. Specific subject areas include EEO law, role of the counselor, informal complaint resolution/remedies, conflict resolution, employee rights, cultural barriers to complaint resolution, and counseling reports.	
What's the class objective?	Participants will learn how to conduct constructive interviews, how to gather information pertinent to specific allegations of discrimination, how to apply the necessary skills to deal with conflict to resolve a complaint informally, and how to prepare reports of counseling.	
Who should attend?	This class is designed for employees who have been or are about to be appointed as EEO Counselors within their departments. EEO Officers and supervisors of EEO Counselors may also benefit from this course.	
Who is the instructor?	Joan Allison, Manager, State Personnel Board	
How much is the tuition?	\$220 per participant	
When is the class offered?	September 16 - 17, 2003 March 9 - 10, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Equal Employment Opportunity (EEO) Investigator

What's the class about?	This three-day class is designed to provide class participants with information and practical experience in analyzing discrimination complaints, planning and conducting investigations, collecting and analyzing evidence and statistical data, and preparing investigative reports.	
What's the class objective?	Participants will learn how to effectively investigate discrimination complaints and prepare investigative reports based on relevant facts.	
Who should attend?	This class is designed for employees responsible for investigating discrimination complaints of State employees or applicants for State employment. EEO officers and supervisors of EEO investigators may also benefit from this course.	
Who is the instructor?	Joan Allison, Manager, State Personnel Board	
How much is the tuition?	\$330 per participant	
When is the class offered?	December 9 - 11, 2003	8:30 a.m. - 4:30 p.m.
	May 11 - 13, 2004	8:30 a.m. - 4:30 p.m.



Reasonable Accommodation and the FEHA

What's the class about?	This class will discuss the legal mandates required to comply with State and Federal reasonable accommodation laws, including the Fair Employment and Housing Act, the Americans with Disabilities Act of 1990; the responsibilities of departmental staff in the reasonable accommodation process; and the fundamentals of reasonable accommodation requests and resolutions.	
What's the class objective?	Participants will gain an understanding of the fundamentals of reasonable accommodation in employment and the roles and responsibilities of various levels of department staff in complying with State and Federal mandates for reasonable accommodation.	
Who should attend?	Reasonable Accommodation and Return to Work Coordinators and staff who have responsibility for FEHA and reasonable accommodation requirements.	
Who is the instructor?	Sandra Estrada, Reasonable Accommodation Coordinator State Personnel Board	
How much is the tuition?	\$220 per participant	
When is the class offered?	September 9 - 10, 2003 January 27 - 28, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Sexual Harassment Prevention

What's the class about?	This class addresses the Federal and State laws prohibiting sexual harassment in the workplace. Sexual harassment is defined, and actual cases are used as examples to reinforce learning. Emphasis is placed on organizational preventive measures and methods for dealing with sexual harassment incidents from the perspectives of the organization and the individuals involved. This course also addresses liability issues and the role of discipline.	
What's the class objective?	This class provides participants with an understanding of the key issues of sexual harassment - what is and is not sexual harassment and how to recognize and respond to it effectively.	
Who should attend?	This course is designed for supervisors and managers, as well as rank and file staff.	
Who is the instructor?	Matilda Bannerman-Richter, Manager, State Personnel Board	
How much is the tuition?	\$60 per participant	
When is the class offered?	August 15, 2003	8:30 a.m. - 12:15 p.m.
	November 18, 2003	8:30 a.m. - 12:15 p.m.
	February 19, 2004	8:30 a.m. - 12:15 p.m.
	May 19, 2004	8:30 a.m. - 12:15 p.m.



Information Practices Act (IPA)

What's the class about?	This class presents a practical approach to understanding the provisions of the IPA. Responsibilities of the department and various sections of the IPA are explained in lay terms including definition, timeframes, exemptions, conditions and accounting of disclosures, access to records, administrative and civil remedies, and construction with other laws. Differences between the IPA and the California Public Records Act (CPRA) are reviewed. Discussions and exercises focus on approaches and solutions to common IPA and CPRA issues encountered by departments.	
What's the class objective?	The class provides participants with a clear understanding of departments' legal responsibilities under the IPA so they may comply with the Act. It also provides a summary of the CPRA.	
Who should attend?	This class is designed for employees who maintain and access personal information and for those responsible for administering the IPA.	
Who is the instructor?	Karen Cohen, Manager Department of Forestry and Fire Protection	
How much is the tuition?	\$110 per participant	
When is the class offered?	October 3, 2003 April 30, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Exempt and CEA Return Rights

What's the class about?	This class teaches participants how to apply the mandatory rights and permissive eligibilities provided in the Constitution and the Civil Service Act to an exempt or CEA employee that is being terminated.	
What's the class objective?	At the conclusion of the class, participants will be able to determine an individual's rights and eligibilities at the termination of his or her exempt or CEA appointment, and explain those rights and eligibilities to the individual.	
Who should attend?	This class is designed for personnel staff responsible for making decisions that determine an individual's right of return from an exempt or CEA position and/or drafting the letter explaining to the exempt or CEA employee his or her return rights and eligibilities.	
Who is the instructor?	Colleen Kirtlan, Manager Department of Water Resources	
How much is the tuition?	\$110 per participant	
When is the class offered?	October 28, 2003 May 5, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Permissive Reinstatement and Transfers

What's the class about?	This class teaches participants how to determine when a transfer or reinstatement is permissible. The focus of the training is on the legality of the appointment and NOT salary determination. (Training on salary determination is offered by the State Controller's Office.)	
What's the class objective?	This class provides participants with the knowledge needed to determine whether or not a potential transfer or permissive reinstatement meets the legal requirements of the Constitution and the Civil Service Act.	
Who should attend?	This class is designed for personnel staff who are responsible for making decisions on transfers and reinstatements.	
Who is the instructor?	Rosie Jauregui, Manager, State Personnel Board and Daphne Baldwin, Manager, State Personnel Board	
How much is the tuition?	\$110 per participant	
When is the class offered?	September 30, 2003 April 20, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Job Analysis

What's the class about?	Job analysis is the foundation for many of the critical personnel decisions in your organization. This two-day workshop focuses on job analysis methods involving the identification of critical tasks and associated knowledge, skills and abilities (KSAs). The resulting multi-purpose job analysis data can be used for a wide variety of personnel activities including the design of training programs, the establishment of class specifications, human resources planning, and the development of content valid selection procedures.	
What's the class objective?	This class provides participants with the theory, concepts, and methodology for conducting a job analysis following the task analysis model. This is an interactive class that includes group discussion and hands-on exercises. Participants complete an actual job analysis during the two-day class.	
Who should attend?	This class is designed for personnel staff involved in programs such as selection, recruitment, classification, return-to-work, and human resources planning.	
Who is the instructor?	Mike Willihnganz, Manager, CPS Human Resource Services and Karen Coffee, Manager, State Personnel Board	
How much is the tuition?	\$250 per participant	
When is the class offered?	August 19 - 20, 2003 January 6 - 7, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Statistics Made Easy for Personnel Selection

What's the class about?	<p>This one-day class is designed to provide participants with an understanding of basic statistics used in the selection profession. Topics will include: means, standard deviations, standard error of measurement, correlations (e.g., reliability coefficients), standard scores (e.g., z-scores and t-scores), and linear transformation. Class content will be covered using a combination of lecture, discussion, and group exercises.</p>	
What's the class objective?	<p>This class provides participants with an understanding of the interpretation and computation of basic statistics that are commonly used in the selection profession.</p>	
Who should attend?	<p>This class is designed for personnel analysts, managers, or individuals responsible for the development of employment testing and selection programs.</p> <p>Participants are strongly encouraged to take this class, or a comparable statistics class, prior to taking the following Certified Selection Analyst program classes: Supplemental Applications; Developing Interviews; Work Sample and Performance Tests; Developing and Using Written Exams; Interpreting Item Analysis; Pass Point Setting; and Scoring Models. This class will provide a thorough understanding of exam statistics and measurement concepts.</p>	
Who are the instructors?	<p>Karl Jaeger, Test Validation & Development Specialist II, State Personnel Board and Katy Fodchuk, Test Validation & Development Specialist II, State Personnel Board</p>	
How much is the tuition?	<p>\$110 per participant</p>	
When is the class offered?	October 2, 2003 February 3, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Professional Selection & Test Validation: Concepts and Principles

What's the class about?	This one-day class presents the APA Standards, Federal Uniform Guidelines on Employee Selection Procedures, ADA, EEOC and DFEH, the concepts of validation, reliability, adverse impact, reasonable accommodation in the exam process, and SPB rules on examinations.	
What's the class objective?	This class provides participants with the legal background and the measurement concepts on which professional selection is based.	
Who should attend?	This class is designed for personnel analysts, managers, or individuals responsible for the development of employment testing and selection programs.	
Who is the instructor?	Bill Groome, Manager, State Personnel Board and Karl Jaeger, Test Validation & Development Specialist II, State Personnel Board	
How much is the tuition?	\$110 per participant	
When is the class offered?	October 22, 2003 February 5, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Examination Planning

What's the class about?	This class provides participants with an understanding of the issues and factors to consider when planning an examination process. An emphasis throughout the class is placed on the legal and professional issues surrounding examination planning.	
What's the class objective?	This class provides participants with an overview of how to effectively plan an examination process.	
Who should attend?	This class is designed for personnel analysts, managers, or individuals responsible for the development of employment testing and selection programs.	
Who is the instructor?	Shelley Langan, Manager, State Personnel Board	
How much is the tuition?	\$110 per participant	
When is the class offered?	October 9, 2003 February 24, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Supplemental Applications

What's the class about?	This one-day class is designed to acquaint participants with a variety of techniques which can be used to assess training and experience (T&E). Advantages and disadvantages of T&E evaluation methods will be addressed as well as issues related to reliability, validity, instrument development, and scoring of these assessment techniques. Through a combination of lecture, discussion, and individual and group exercises, participants will gain an understanding of the approaches commonly used in evaluating training and experience.	
What's the class objective?	This class provides participants with an understanding of the approaches commonly used in evaluating applicants training and experience.	
Who should attend?	This class is designed for personnel analysts, managers, or individuals responsible for the development of employment testing and selection programs.	
Who is the instructor?	Mike Willihnganz, Manager, CPS Human Resource Services	
How much is the tuition?	\$110 per participant	
When is the class offered?	October 16, 2003 February 26, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Developing Interviews

What's the class about?

This one-day class includes a summary of the research literature pertaining to the interview process as well as current professional interviewing practices; an overview of the legal and professional guidelines and standards which impact the interview process; a discussion of when the use of an interview is appropriate; an introduction to structured interviewing principles and techniques; procedures for developing and using interview questions, bench mark answers, and anchored rating scales; an overview of the issues pertaining to administering interview examinations; and, strategies for working with subject matter experts in the interview process.

What's the class objective?

This class provides participants with an understanding of "best practices" interviewing principles and techniques, as well as a knowledge of interview development and administration practices.

Who should attend?

This class is designed for examination analysts, managers, and individuals responsible for the development and/or administration of employment testing and selection programs.

Who is the instructor?

Shelley Langan, Manager, State Personnel Board

How much is the tuition?

\$110 per participant

When is the class offered?

October 23, 2003	8:30 a.m. - 4:30 p.m.
March 11, 2004	8:30 a.m. - 4:30 p.m.



Chairing Interview Examinations

What's the class about?	This three-day class is designed to provide certification of chairpersons for the examination interview panels. In State Service the interview examination process is often referred to as the Qualification Appraisal Panel (QAP) interview process. Topics such as interview procedures, preparation and panel orientation, panel members' responsibilities, and fairness and equal employment opportunity are thoroughly explained and reinforced through discussion, class exercises, and mock interviews.	
What's the class objective?	This class focuses on "best practices" interviewing techniques and provides participants with the knowledge and expertise necessary to conduct fair, effective and legal interview examinations. Upon successful completion of this class, participants will be certified as chairpersons by the State Personnel Board and will be prepared to conduct interview examinations (QAP's).	
Who should attend?	Anyone having responsibility for chairing interview examinations MUST complete this course and be certified by an SPB-certified course instructor. Additionally, this course is designed for examination analysts, managers, and individuals who are responsible for the development and/or administration of employment testing and selection programs.	
Who is the instructor?	Bill Groome, Manager, State Personnel Board	
How much is the tuition?	\$330 per participant	
When is the class offered?	August 26 - 28, 2003	8:30 a.m. - 4:30 p.m.
	September 23 - 25, 2003	8:30 a.m. - 4:30 p.m.
	November 4 - 6, 2003	8:30 a.m. - 4:30 p.m.
	January 13 - 15, 2004	8:30 a.m. - 4:30 p.m.
	March 2 - 4, 2004	8:30 a.m. - 4:30 p.m.
	May 25 - 27, 2004	8:30 a.m. - 4:30 p.m.



Work Sample and Performance Tests

What's the class about?	This one-day class is designed to provide participants with an understanding of work sample and performance tests. Topics to be addressed include the development of exercises and rating scales, assessor/rater training, and the practical and logistical issues related to the administration of work sample and performance tests. Class content will be covered using a combination of lecture, discussion and group exercises.	
What's the class objective?	This class provides participants with an understanding of the appropriate use of work sample and performance tests.	
Who should attend?	This class is designed for personnel analysts or individuals responsible for the development of employment testing and selection programs.	
Who is the instructor?	Mike Willihnganz, Manager, CPS Human Resource Services	
How much is the tuition?	\$110 per participant	
When is the class offered?	October 30, 2003 March 18, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Developing and Using Written Exams

What's the class about?	This class addresses the concepts of examination reliability and validity; advantages and the cost effectiveness of using written examinations to assess job knowledge and skills; examination planning; item writing principles, form, and content issues. Through individual and group exercises, this interactive course will provide participants with examination item writing theory as well as practical hands-on item writing experience. <i>It is recommended that you take "Interpreting Item Analysis" with this class.</i>	
What's the class objective?	This class provides participants with the expertise needed to develop multiple choice written examinations.	
Who should attend?	This class is designed for personnel analysts or individuals responsible for the development of employment testing and selection programs.	
Who is the instructor?	Mike Willihnganz, Manager, CPS Human Resource Services	
How much is the tuition?	\$110 per participant	
When is the class offered?	November 12, 2003 April 13, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Interpreting Item Analysis

What's the class about?	This one-day class explains the proper use and interpretation of item analysis information. The class will introduce participants to issues and concepts related to item discrimination, the interpretation of item analysis data, and the use of item analysis information to improve individual test items as well as the test as a whole. <i>It is recommended that you take "Developing and Using Written Exams" with this class.</i>	
What's the class objective?	This class provides participants with an explanation of the information provided in an examination item analysis report.	
Who should attend?	This class is designed for personnel analysts, managers, or individuals responsible for the development of employment testing and selection programs.	
Who is the instructor?	Mike Willihnganz, Manager, CPS Human Resource Services	
How much is the tuition?	\$110 per participant	
When is the class offered?	November 13, 2003 April 14, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Pass Point Setting

What's the class about?	This one-day class presents participants with a legally defensible process which can be used to set pass points on a variety of selection instruments. Topics will include the use of exam statistics, the establishment of Minimal Acceptable Competence (MAC) levels, and the inclusion of appropriate legal considerations. Participants will complete hands-on activities and use actual exam data to set pass points and discuss pass point setting.	
What's the class objective?	This class provides participants with the processes used to set a pass point on examinations which are legally defensible.	
Who should attend?	This class is designed for personnel analysts, managers, or individuals responsible for the development and/or administration of employment testing and selection programs.	
Who is the instructor?	Shelley Langan, Manager State Personnel Board	
How much is the tuition?	\$110 per participant	
When is the class offered?	November 20, 2003 April 6, 2004	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 4:30 p.m.



Scoring Models

What's the class about?

Scoring models determine how individual selection instruments within a total selection process fit together to appropriately assess candidate qualifications. Scoring models also establish the methodology by which individual selection instruments are scored and weighted. This one-day class introduces participants to the concepts of scoring models and provides a discussion of the issues to consider in determining scoring models for selection processes. Topics will include an introduction to scoring models, the legal considerations affecting the use of various scoring models, and how to determine the appropriate scoring model for a selection process. Through the use of hands-on activities and discussions, participants will establish scoring models and utilize the scoring process to accurately determine candidate qualifications.

What's the class objective?

This class provides participants with an understanding of scoring model concepts and an introduction to various approaches used in determining scoring models for selection processes.

Who should attend?

This class is designed for personnel analysts, managers, or individuals responsible for the development and/or administration of employment testing and selection programs.

Who is the instructor?

Shelley Langan, Manager
State Personnel Board

How much is the tuition?

\$110 per participant

When is the class offered?

December 4, 2003	8:30 a.m. - 4:30 p.m.
April 8, 2004	8:30 a.m. - 4:30 p.m.



Utilizing Subject Matter Experts: Harnessing the Power of SMEs

What's the class about?	Subject matter experts (SMEs) play an integral role in the selection process. This half-day class will focus on the unique role of the SME in the selection process. Participants will be provided with insight and strategies to effectively utilize the talents and strengths of SMEs while preserving the integrity and well-being of the selection process. Through discussion and exercises, participants will develop an understanding of who SMEs are and fundamental strategies to utilize the strengths of SMEs in designing, developing, and administering selection processes.	
What's the class objective?	This course will provide participants with an understanding of the role of SMEs in the selection process and the impact of SMEs on the success of the selection process.	
Who should attend?	This course is designed for Selection Analysts, Managers, and staff who interact with Subject Matter Experts (SMEs) in the course of designing, developing, and administering selection processes.	
Who is the instructor?	Shelley Langan, Manager, State Personnel Board	
How much is the tuition?	\$60 per participant	
When is the class offered?	December 2, 2003	8:30 a.m. - 12:15 p.m.
	April 22, 2004	8:30 a.m. - 12:15 p.m.



Legal Selection: What is it and Why do we Need it?

What's the class about?	A myriad of legal requirements and professional standards govern the assessment profession. This half-day class will provide attendees with an understanding of State and Federal law, relevant case law, and professional guidelines and standards that impact selection programs.	
What's the class objective?	This half-day class provides participants with an understanding of the legal requirements and professional standards with which selection programs must comply.	
Who should attend?	This class is designed for personnel officers, exam managers, personnel analysts, and individuals responsible for the development of employment tests and/or the management of selection programs.	
Who is the instructor?	Bryan Baldwin, Personnel Analyst Department of Justice	
How much is the tuition?	\$60 per participant	
When is the class offered?	September 26, 2003 April 28, 2004	8:30 a.m. - 12:15 p.m. 8:30 a.m. - 12:15 p.m.

PROGRAM REGISTRATION

Technical Training Program
State Personnel Board
801 Capitol Mall, MS31
Sacramento, CA 95814
Telephone: (916) 653-2085
CALNET: 8-453-2085
Fax No.: (916) 657-2502

Instructions: Please complete all of the unshaded sections of this form and mail or fax it to the Technical Training Program. If you are uncertain about any item on this form, please contact the Technical Training Program for clarification.

PARTICIPANT INFORMATION														
NAME: DEPARTMENT: DIVISION: ADDRESS: CITY, STATE, ZIP:														
CIVIL SERVICE CLASSIFICATION	TELEPHONE NUMBER	FAX NUMBER												
DISABILITY ACCOMMODATION: <input type="checkbox"/> AUDITORY <input type="checkbox"/> MOBILITY <input type="checkbox"/> VISUAL <input type="checkbox"/> OTHER														
COURSE INFORMATION														
PROGRAM TITLE		TUITION												
PROGRAM LOCATION <input type="checkbox"/> Technical Training Program, State Personnel Board, 801 Capitol Mall, Sacramento <input type="checkbox"/> OTHER														
SECTION PREFERENCE		BILLING INFORMATION												
<table border="1"> <thead> <tr> <th>Dates</th> </tr> </thead> <tbody> <tr> <td>1st Choice</td> </tr> <tr> <td>2nd Choice</td> </tr> <tr> <td>3rd Choice</td> </tr> </tbody> </table>		Dates	1st Choice	2nd Choice	3rd Choice	Payment is required by the first day of the course. Checks should be made out to State Personnel Board . Arrangements for billing may be made under certain circumstances. If arrangements have been made for billing, indicate the person responsible for the billing:								
Dates														
1st Choice														
2nd Choice														
3rd Choice														
<p>CONFIRMATION OF ENROLLMENT: A confirmation letter will be mailed or FAXed 10 days before your class with details about the Technical Training Program and the class. Cancellations, No-Shows: Cancellations received more than 5 working days in advance of the first day of the class will be accepted without charge. Late cancellation or no-shows will be charged the full amount of tuition. Substitutions, Walk-Ins: Substitutions will be accepted up to the first day of class. Walk-In registrations will be accepted provided there is room in the class and provided the participant has a completed Program Registration. Please call ahead for walk-in arrangements.</p> <p>NOTE: The person listed below will receive confirmation of the participant's enrollment. This person is responsible for notifying the Technical Training Program if the participant needs disabled accommodation or if the participant must cancel or reschedule the enrollment.</p>														
<table border="1"> <thead> <tr> <th colspan="3">DEPARTMENTAL TRAINING OFFICE APPROVAL</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Name: Department: Division: Address: City, State, Zip:</td> <td colspan="2">SIGNATURE OF PERSON AUTHORIZING TRAINING AND EXPENDITURE</td> </tr> <tr> <td colspan="2">DATE:</td> </tr> <tr> <td colspan="2">TELEPHONE NUMBER</td> </tr> <tr> <td colspan="2">FAX NUMBER</td> </tr> </tbody> </table>			DEPARTMENTAL TRAINING OFFICE APPROVAL			Name: Department: Division: Address: City, State, Zip:	SIGNATURE OF PERSON AUTHORIZING TRAINING AND EXPENDITURE		DATE:		TELEPHONE NUMBER		FAX NUMBER	
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